

Report To: Policy and Resources Committee **Date:** 26 May 2009

Report By: Head of Organisational Development and Human Resources **Report No:** HR/11/09/PR

Contact Officer: Pauline Ramsay, Health and Safety Team Leader **Contact No:** 01475 714723

Subject: Health and Safety Risk Assessment Policy Review

1.0 PURPOSE

1.1 To recommend to Committee the approval of the reviewed Risk Assessment Policy.

2.0 SUMMARY

2.1 The Management of Health and Safety at Work regulations have been in place since 1992 and were updated in 1999. The Council's existing policy on Risk Management was introduced in August 1999.

2.2 The Health and Safety at Work etc. Act places a duty on employers to prepare a written statement of their general policy and as part of that policy to have in place arrangements for the implementation of Health and Safety. The reviewed Risk Assessment policy will form part of the Council's arrangements for Health and Safety.

2.3 The existing policy required to be reviewed and sets out how the Council will implement the Management of Health and Safety at Work regulations 1999 in line with the HSE guidance on sensible risk management.

3.0 RECOMMENDATIONS

3.1 The Committee is recommended to approve the reviewed Risk Assessment Policy, attached as appendix 1.

3.2 The Committee is asked to support this policy by active promotion of risk assessment.

Head of Organisational Development
and Human Resources

4.0 BACKGROUND

- 4.1 Inverclyde Council is required to ensure that risks to all employees, service users, pupils, visitors and contractors are assessed in line with its legal duties as defined by the Management of Health and Safety at Work regulations 1999 and the Health and Safety at Work etc. Act 1974.
- 4.2 By law (Health and Safety at Work etc Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains a statement of general policy on health and safety at work and the organisation and arrangements in place for putting that policy into practice. The Risk Assessment Policy details the arrangements the Council has in place for assessing risk.
- 4.3 The Risk Assessment Policy sets a clear direction for the Council to follow; it will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It will demonstrate a shared common understanding of the Council's vision, values and beliefs. A positive Risk Assessment culture is fostered by the visible and active leadership of senior managers. This is reflected within the new policy.
- 4.4 The principal changes within the new policy are:
- Updating of the policy to reflect amendments to the regulations.
 - The risk assessment form has been reviewed and updated.
 - Revision of the Organisation section to reflect the new Council structure and to provide a more detailed breakdown of responsibilities.
 - Updating of the guidance to reflect the HSE's principles of sensible risk management.

5.0 PROPOSALS

- 5.1 The Corporate Risk Assessment Policy to be adopted by Inverclyde Council and used as a framework to further enhance the safety of employees and those affected by the work of the Council.

6.0 IMPLICATIONS

- 6.1 Finance: None
- 6.2 Personnel: None
- 6.3 Legal: None
- 6.4 Equality and Diversity: None

7.0 CONSULTATION

- 7.1 The reviewed Risk Assessment Policy has been coordinated through the Corporate Health and Safety Committee with Health and Safety seeking the views of both union and management colleagues. The Trades Unions have agreed the revised Risk Assessment Policy.

Human Resources

Risk Assessment

Version 2.1

Produced by:

Policy Development Unit, Human Resources

Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

May 2009



INVERCLYDE COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

**THIS POLICY BOOKLET IS AVAILABLE ON REQUEST, IN LARGE PRINT, BRAILLE, ON
AUDIOTAPE, OR CD.**

CONTENTS

DOCUMENT CONTROL	4
1 INTRODUCTION	6
2 POLICY STATEMENT	6
3 AIMS	7
4 SCOPE	7
5 CONSULTATION & IMPACT ASSESSMENT	7
6 ROLES & RESPONSIBILITIES	8
6.1 Corporate Directors/Heads of Service	8
6.2 Managers/Team Leaders/Supervisors	8
6.3 Employee Responsibilities	8
6.4 Corporate Health and Safety Committee	9
7 ARRANGEMENTS	9
7.1 What is Risk Assessment?	9
7.2 Generic Risk Assessments	10
7.3 Who Carries Out Risk Assessments?	10
7.4 Preventative and Protective Measures	11
7.5 Safe Systems of Work	12
7.6 Preparing the Safe System of Work	12
7.7 Recording of Assessments	12
7.8 Reviewing Assessments	12
7.9 How to Review an Assessment	14
7.10 Information for Employees	15
7.11 Young Persons	15
7.12 New or Expectant Mothers	15

8	TRAINING.....	16
8.1	Information	16
8.2	Training	16
8.3	Communication of the Policy	16
9	MONITORING, EVALUATION & REVIEW	16
	APPENDIX 1.....	18
	APPENDIX 2.....	19
	Risk Assessment Hierarchy Example.....	19
	APPENDIX 3.....	21

DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
Pauline Ramsay	Health and Safety Team Leader	Organisational Development and Human Resources

Change History		
Version	Date	Comments
2.1	February 09	Policy reviewed and updated to reflect changes in the Council Structure and to update the risk assessment process.

Distribution		
Name	Title	Location
CMT and Management Team		
John W Mundell	Chief Executive	Municipal Buildings, Greenock
Paul Wallace	Corporate Director Improvement and Performance	Municipal Buildings, Greenock
Neil Graham	Corporate Director Environment and Community Protection	Municipal Buildings, Greenock
Aubrey Fawcett	Corporate Director Regeneration and Resources	Municipal Buildings, Greenock
Ian Fraser	Corporate Director Education and Social Care	Municipal Buildings, Greenock
Alan Puckrin	Chief Financial Officer	Municipal Buildings, Greenock
Gordon McLoughlin	Head of ICT & Business Transformation	Municipal Buildings, Greenock
Andrew Spowart	Head of Performance Management and Procurement	Municipal Buildings, Greenock
Stuart Wilson	Head of Corporate Communications and Public Affairs	Municipal Buildings, Greenock
Fraser Williamson	Head of Planning and transportation	Cathcart House
Alan Barnes	Head of Environmental Services	Unit 1 Ingleston Park, Greenock
John Arthur	Head of Safer Communities	West Stewart Street
Stuart Jamieson	Head of Economic and Social Regeneration	Business Store Inverclyde

Distribution		
Name	Title	Location
Joe Lynch	Head of Property Resources and Facilities Management	Cathcart House, Greenock
Elaine Paterson	Head of Legal and Administration	Municipal Buildings, Greenock
Alasdair Moore	Head of Organisational Development and Human Resources	Municipal Buildings, Greenock
Albert Henderson	Head of Schools	Education Head Quarters
Colin Laird	Head of Lifelong Learning and Educational Support	Education Head Quarters
Barbara Billings	Head of Community Care and Strategic Development	Social Work Head Quarters
Robert Murphy	Head of Social Work	Social Work Head Quarters
Colin Struthers	Head of Support and Development	Social Work Head Quarters
Union Representatives		
George Montgomery	UNITE	Cathcart House
Billy Matthews	UNISON	Fitzgerald Centre
Neil Hanley	GMB	St. Stephens High School
Tom Tracey	EIS	St Columbas High School
Valerie Liddell	SSTA	Inverclyde Academy
Noreen McMillan	NAWUWT	Gourock High School

Distribution may be made to others on request

Policy Review		
Review Date	Person Responsible	Service
2010	Pauline Ramsay	OD&HR

Copyright

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying or otherwise without the prior permission of Inverclyde Council.

1 INTRODUCTION

- 1.1 The main legislation that requires risk assessments to be carried out is the Management of Health and Safety at Work Regulations. The Regulations require all employers to assess the risks to workers and any others who may be affected by their work or service they provide. This will enable them to identify the measures they need to take to control the risks and comply with health and safety law. As such, the assessment provisions of the Management Regulations are superimposed over all other workplace health and safety legislation including the general duties in the Health and Safety at Work Act 1974.
- 1.2 This makes the Management Regulations risk assessment provisions very wide-ranging and all embracing. They are comprehensive in coverage of places, activities and other sources of hazard. They require you to assess all the risks in your workplace. That is, what could cause harm to you, employees and third parties, and the likelihood that harm will occur in practice. You then need to decide on the precautions you must take to prevent this happening.
- 1.3 All employers should carry out a systematic general examination of the effect of their undertaking, their work activities and the condition of the premises. There are a number of other regulations that require employers to conduct risk assessments, these regulations are much more specific and generally require you to do particular things for certain groups of people and/or if certain conditions are met. Examples of such regulations are:
 - Manual Handling Regulations*;
 - Personal Protective Equipment (PPE) at Work Regulations,*
 - Display Screen Equipment Regulations*;
 - Noise at Work Regulations,*
 - Control of Substances Hazardous to Health Regulations (COSHH)*;
 - Control of Asbestos at Work Regulations*
 - Work at Height Regulations

*Specific approved Policies and Procedures have been produced and are available via your line manager or the Health and Safety Section.

2 POLICY STATEMENT

- 2.1 Inverclyde Council will undertake to meet the requirements of the Management of Health and Safety at Work Regulations 1999 (as amended) by implementing and maintaining a risk assessment programme.
- 2.2 Risk assessments will be carried out to identify potential hazards, evaluate the risks from them and implement control measures to minimise the risks.
- 2.3 Trained personnel will be involved in the risk assessment process which will be supported by the Council's Health and Safety Advisors.
- 2.4 The method used to achieve compliance with the requirements of Regulation 3 of the Management of Health and Safety at Work Regulations 1999 will be the method set out in the appendices to this document, or another method as agreed by the Health and Safety Team Leader.

3 AIMS

This policy aims to provide guidance and information to Services to help them to manage risk within the workplace in a sensible manner based on the HSE's 10 principals of sensible risk management:

Sensible risk management IS about:

- Ensuring that workers and the public are properly protected.
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks, both those which arise more often and those with serious consequences.
- Enabling innovation and learning not stifling them.
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Sensible risk management IS NOT about:

- Creating a totally risk free society.
- Generating useless paperwork mountains.
- Scaring people by exaggerating or publicising trivial risks.
- Stopping important recreational and learning activities for individuals where the risks are managed.
- Reducing protection of people from risks that cause real harm and suffering.

4 SCOPE

4.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation. The policy also applies to contracted staff as far as is reasonably practicable.

5 CONSULTATION & IMPACT ASSESSMENT

5.1 Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:

- Trade Union Representatives through the Corporate Health and Safety Committee.
- All Chief Officers.
- Employees via the Council Intranet.

5.2 An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

6 ROLES & RESPONSIBILITIES

In addition to the responsibilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

6.1 Corporate Directors/Heads of Service

Directors and Heads of Service should ensure that their Directorate/Service has:-

- adequate procedures for identifying operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public;
- sufficient systems for identifying the likelihood of the hazard being realised, and the possible consequences, which might occur;
- suitable procedures for enabling a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk;
- suitable arrangements to provide information, instruction and training on hazards, risks, control measures and Safe Systems of Works from risk assessments to all relevant employees and other relevant persons. This will include refresher training at suitable intervals;
- suitable procedures for routine checks to ensure control measures are being applied, particularly those relying on direct action by individual employees;
- suitable numbers of competent persons trained to conduct risk assessments (Competent Risk Assessor);
- adequate procedures to ensure that risk assessments are recorded, monitored and reviewed.

6.2 Managers/Team Leaders/Supervisors

Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given has the responsibility to ensure:

- risk assessments are carried out in their area of responsibility by competent risk assessors;
- risk assessments are recorded and retained for inspection by the Internal Health and Safety Advisors, Health and Safety Executive and any other relevant person;
- risk assessments are reviewed regularly in accordance with the approved guidance.
- control measures and corrective actions identified are implemented as far as reasonably practicable.
- that Safe Systems of Work (SSW) are developed, implemented, monitored and reviewed in accordance with the approved guidance.
- that all relevant persons are informed of the SSW and a record of this kept in accordance with the approved guidance.
- that the employees for whom they are responsible comply with health and safety requirements for their job.
- risk assessments are available as a working document for relevant employees

6.3 Employee Responsibilities

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, with relation to risk assessment, employees should:

- attend any Health and Safety training arranged for them
- where given the responsibility to monitor the effectiveness of risk assessments carry these out at regular intervals .
- consult their Line Manager/Supervisor with any queries they may have about their work task and any relevant risk assessment.
- follow any Safe System of Works, instructions and information given following risk assessments
- assist and contribute to the development of risk assessments where tasked to do so by their line manager.
- when required wear any Personal Protective Equipment (PPE) identified within the risk assessment and/or provided to them by the Council.

6.4 Corporate Health and Safety Committee

- 6.4.1 The Corporate Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.
- 6.4.2 The safety committee will oversee monitoring of the effectiveness of the policy and other measures to reduce risks and promote workplace health and safety.

7 ARRANGEMENTS

7.1 What is Risk Assessment?

7.1.1 A risk assessment at work is nothing more than a careful examination of what could cause harm to employees and/or others, (including members of the public), as a result of any activities carried out by the Council, in order to assess that any precautions taken are adequate to prevent harm. The main aim is to make sure no one gets hurt or becomes ill as a result of work activities. The procedure is outlined in Appendix 1.

7.1.2 Risk assessment is the evaluation of risks which may arise from hazards at work. The terms 'hazard' and 'risk' are usually defined as follows:

HAZARD - **Something with the potential to cause harm**

RISK - **the likelihood that harm from a particular hazard happens and includes how severe that harm may be and the number of people affected.**

7.1.3 Risk assessment can be carried out on the following:

- **The Workplace Environment** e.g. Offices, Receptions, Receiving/loading area, Plant Rooms, Entrance/exits, workshops and rest rooms etc.
- **Job Tasks Performed** e.g. Reception Duties, Housekeeping and Cleaning, Visits to Clients, Maintenance Duties, Working with Display Screen Equipment, Moving and Handling Clients etc.
- **Plant or Equipment** e.g. Grass cutters/wood chippers, Lifts and lifting equipment, Catering equipment etc....

To assist in the process of determining what is to be risk assessed it is recommended that the potential hazards checklist in the risk assessment form is used.

- 7.1.4 A risk assessment should involve identifying the hazards present (whether arising from the work activity or the layout of the place of work) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.
- 7.1.5 In other words risk assessments should be undertaken on the basis that control measures listed in a Service policy or procedures are fully implemented, however, this has to be checked. This could mean that the majority of risks assessed will be found to be adequately controlled. However, others will not and these will require to have deficiencies in the controls identified and allocated priority for action based on the evaluation risk. The risk assessment pro forma in Appendix 3 will help you do this.
- 7.1.6 When carrying out risk assessments look at the larger picture, it is very easy to start doing a risk assessment for every small aspect of a job, for example having a risk assessment for using a ladder, then one for stripping wallpaper and another for putting up a light fitting. Very quickly you will end up with hundreds of risk assessments. Instead look at a task globally e.g. redecorating a room, this will involve various hazards such as using a ladder, working with electricity. The risk assessment form (Appendix 3) is designed to help you do this. However if you have any questions contact a Health and Safety Advisor.

7.2 Generic Risk Assessments

- 7.2.1 It is possible to produce 'generic' or model risk assessments where similar activities are undertaken in similar places of work. The generic assessments should be able to account for the majority of hazards and evaluate the risks that arise from them. A number of sample premises and activities should be assessed but any resulting assessment should only be applied in other locations if the person in charge is satisfied that the assessments are broadly appropriate to this type of work and can be adapted to the detail of their actual work situations.
- 7.2.2 A number of generic assessments have been produced within the Council, these are available on [ICoN](#) (Inverclyde Council on Line) or through the Health and Safety Section. Where Services produce generic assessments a copy should be provided to the Health and Safety Section for inclusion in the generic assessment list.
- 7.2.3 Where a generic assessment is used the manager, or other responsible person, must ensure that all hazards are covered by the assessment. Any hazards not identified within the generic assessment must be added in.

7.3 Who Carries Out Risk Assessments?

- 7.3.1 Risk Assessment should be undertaken by those who have detailed knowledge of the operation or task being assessed. In general, this means managers, team leaders and supervisors although there should also be a contribution to the process from employees. In some cases it may be beneficial for Services to set up groups of assessors in different areas or sections of the Service area. Risk Assessor training

is available from the Corporate Health and Safety Section of the Council and can be arranged on a service specific basis.

- 7.3.2 A mechanism should also be set up to review these risk assessments and to ensure that the appropriate priority for actions is allocated to them. At this stage, and especially for detailed projects involving higher risk activities, it is recommended that a health and safety advisor is involved. This review should also identify tasks which due to their complexity, level of risk, unusual features etc., require a further more detailed risk assessment. This more detailed assessment should be carried out by a team involving health and safety advisors and other specialists.
- 7.3.3 The guiding principle should be to concentrate on the highest risks involving the largest number affected. In extreme cases some operations may require to be suspended until the appropriate controls have been put in place.
- 7.3.4 It is important to remember that the risk assessment should evaluate what is undertaken with controls in place. The failure to implement controls is a matter to be highlighted as a concern within the risk assessment and recommendations to improve this put in place.

7.4 Preventative and Protective Measures

- 7.4.1 The purpose of the risk assessments is to help managers/team leaders decide the measures which should be taken to enable the Service to comply with duties under health and safety legislation. It is important to include any control measures which are introduced as a result of risk assessments into a Safe System of Work.
- 7.4.2 Assessors need to decide whether risks can be controlled to a level which is 'acceptable'. The control (elimination or reduction) of hazards will require careful planning to ensure that the resources are targeted at the areas of highest risk involving the highest number of employees.
- 7.4.3 The regulations suggest a hierarchy of controls which should be applied, it is important when carrying out a risk assessment to start with the first option of the hierarchy and work down:
- i. Eliminate hazard at source
 - ii. Reduce hazard at source
 - iii. Prevent people from coming into contact with the hazard
 - iv. Enclose the hazard
 - v. Safe System of Work (SSW)
 - vi. Use personal protective equipment (PPE)

The aim should always be to eliminate the hazard at source but whilst attempting to achieve this aim more short term action, for example, the use of PPE may be necessary. An example of the hierarchy in practice is included in Appendix 2.

7.5 Safe Systems of Work

- 7.5.1 Many hazards are clearly recognisable and can be overcome by physically separating people from them, e.g. using guarding on machinery. There will often be circumstances where hazards cannot be eliminated in this way, and elements of risk remain associated with the task. Where the risk assessment indicates this is the case, a Safe System of Work will be required.
- 7.5.2 A Safe System of Work (SSW) is a formal system which results from a systematic examination of a task in order to identify all the hazards and assess the risks. It identifies a safe method of work to ensure that the hazards are eliminated or the remaining risks are minimised.

7.6 Preparing the Safe System of Work

- 7.6.1 A Safe System of Work is a written system, which provides people involved in undertaking specific tasks or activities with information and instruction on completing the task/ activity in a safe manner. The safe working system must therefore contain details of:
- Significant Hazards/Risks;
 - Special Precautions; and
 - Details of the Safe System of Work

The Safe Systems of Work may contain details relating to:

- the setting up of the task,
- any authorisation necessary;
- specification of equipment to be used, including personal protective equipment)

This list is not exhaustive.

7.7 Recording of Assessments

- 7.7.1 Services must record the significant findings of their assessments. These records should be a statement of the hazards and risks and the actions to be taken to protect health and safety. The significant findings should include:
- A record of the preventative and protective measures which have been put in place to control the risk.
 - Any further action which needs to be taken to reduce the risk,
- 7.7.2 The risk assessment form in Appendix 3 has been designed to include all the information required to be held. Records can be kept on paper, or electronically provided that they are retrievable.

7.8 Reviewing Assessments

- 7.8.1 We live in a world of change. We are all aware of how quickly technology changes, especially when we see the effects of this change in our own lives. Mobile phones

are commonplace, most homes have access to the Internet and now video recorders are considered obsolete. Our world of work is changing as well, and with these changes come new risks that have to be assessed. Along with new risks, we must consider our existing risks. New technology and scientific knowledge may mean that we can reduce these risks even further than was previously possible.

7.8.2 Sometimes it seems that a risk is adequately controlled, and then an accident or incident occurs that shows there was a risk that had previously been unrecognised. It is for these reasons that assessments need to be reviewed on a regular basis.

7.8.3 **When should an assessment be reviewed?** Carrying out an assessment for the first time will probably result in control measures being recommended in order to reduce the risk to an acceptable level. Usually these control measures will be implemented through an action plan. The review date should be set in order that the elements of the action plan can be checked as complete. In the table below, three control measures are in the action plan.

Control Measure	Responsible Person (Name and Title)	Target Completion Date	Actual Completion Date
1. Reduce the weight of boxes being carried	A.N Other – Line Manager	01/11/09	
2. Purchase a trolley to be used in transporting the boxes	A.N Other – Line Manager	12/11/09	
3. Arrange training for all staff in manual handling techniques	A.N Other – Line Manager	30/11/09	
Assessment Review Date: - 01/12/09		Review completed:	
Assessment Review Date: -		Review Completed:	

7.8.4 In the above example, the initial review date has been set for 02/11/09. This allows a check to be made that the control measures have been implemented. When control one has been implemented, fill in the actual completion date. Make a note of the review and file in order to maintain a historical record. Keeping the risk assessment electronically makes this a lot easier to do and minimises paperwork. The initial review is now completed.

7.8.5 Set the next date after the initial review has been carried out, in this example the next review date could be in 6 months time. As previously, check on progress with any control measures which are outstanding. Make a note of the review and file in order to maintain a historical record and set a new review date.

7.8.6 Now that all controls have been implemented, set a review date that will allow you to check that the controls are being followed and that they are achieving the reduction of risk. Depending on the risk and complexity of the controls a suitable timescale could be six months to a year since the last review, e.g. in the above example 01/12/10. If you then find that all the controls are successful, set another review date for a suitable time, and should all still continue to be well, set the next review date

as above. At each review, update the historical file accordingly.

- 7.8.7 If a review reveals that the controls are not successful in reducing the risk sufficiently or they are proving to be unworkable, then repeat the above process. Set additional control measures, put together an action plan and review its implementation as described previously. While the above may sound onerous it is simply applying good management techniques which should be standard practice within all organisations.
- 7.8.8 An assessment should also be reviewed following changes to legislation, changes to existing work practices, the introduction of new equipment, the introduction of new technology which may allow improved control and on the provision of information regarding the health of an employee.
- 7.8.9 The law also requires a specific review of relevant assessments in the case of new and expectant mothers as well as in the case of employing a young person. A young person is defined as someone under the age of eighteen. To make this easier, if you know you employ a wide range of workers of child bearing age or young persons, incorporate controls for these into your standard assessments from the beginning.
- 7.8.10 Accident investigations may be a further reason for reviewing assessments. All accidents and dangerous occurrences should be investigated in order to determine if action is required to prevent a recurrence of the accident or dangerous occurrence. Each assessment associated with the task at the centre of the investigation should be reviewed, irrespective of when it was last reviewed. As a consequence, further control measures may be identified in order to prevent a recurrence and should be implemented as described earlier.

7.9 How to Review an Assessment

- 7.9.1 Consider the events that triggered the review. Has there been a change in legislation? Has new equipment been introduced? Has there been an accident or dangerous occurrence? Or has an employee supplied new medical information. Whatever the reason, the steps to be followed are essentially the same. Firstly read the current assessment through as well as examining any associated safe work procedure. Note at this stage, how the events that triggered this review may affect the identification of hazards, the rating of risk and the effectiveness of existing control measures. Then observe the task being carried out by the operator, ensuring that the safe system of work is being followed. Talk to those who carry out the task in order to gain feedback about the effectiveness of the existing control measures. Finally consider how the information you have gathered, and your observations of the task being performed, will be reflected in your review.
- 7.9.2 Where an assessment is being reviewed due to a review date becoming due, then it may be that the risks are being controlled and it only requires a record to be made in the historical file indicating that no further action is required. A new review date would then be set. If the assessment is being reviewed for any other reason, which has caused you to suspect that the current assessment is no longer valid, you must then reassess following the procedure outlined above.

7.10 Information for Employees

- 7.10.1 There must be adequate communication if the Safe System of Work is to be successful. Everyone who has to work with it should understand the details, and it must be carried out on each occasion. It is important that everyone appreciates the need for the procedure and its place in the accident prevention programme.
- 7.10.2 Line managers are responsible for devising and maintaining Safe Systems of Work and making sure they are put into operation and revised when necessary to take account of changed conditions and accident experience. The line manager must keep records of SSW's issued to staff, an example record sheet has been included on ICoN.
- 7.10.3 Effective monitoring requires that regular checks are made to ensure the system is still appropriate for the needs of the task, and that it is being fully complied with. Checking only after accidents is not an acceptable form of monitoring. A system which is devised as above, but which is not followed is not a safe system of work – where a Safe System of Work is not followed, the reasons for this must be found and rectified.

7.11 Young Persons

- 7.11.1 The risks faced by young persons in the working environment can be very different to those faced by older and more experienced employees. Lack of physical or emotional maturity or simply lack of experience can result in greater risks to their health.
- 7.11.2 Where a young person is employed in the Council risk assessments must be reviewed or carried out before the young person starts and specific attention must be paid to the following areas
- Work which may be beyond their physical or psychological capacity
 - Exposure to toxic or carcinogenic agents.
 - Exposure to radiation
 - Exposure to risks which the young person would not recognise because of inexperience
 - Where there is a risk to health from extreme cold or heat, noise, or vibration.
- 7.11.3 If a significant risk remains once all the control measures have been put in place then this work cannot be carried out by any child (under compulsory school age). If the young person is above the minimum school leaving age then they can do the work provided:
- It is necessary for their training
 - They will be supervised by a competent person
 - The risk is reduced to the lowest level which is reasonably practicable.

7.12 New or Expectant Mothers

- 7.12.1 When carrying out risk assessments the risk assessment should take into account any female employees of child-bearing age and any risks which may be increased if

they are new or expectant mothers.

7.12.2 Where any risks to new or expectant mothers cannot be avoided, or controlled by any of the protective and preventive measures which are in place, steps to alter working conditions, change hours or possibly suspend from work may have to be considered. Advice on maternity issues can be obtained from Human Resources or within the Family Friendly Policy.

7.12.3 Further information is available within the HSE publication New and Expectant Mothers at Work: A Guide for Employers HSG 122. This and other information is available on ICoN. [Pregnancy Information](#)

8 TRAINING

8.1 Information

9.1.1 Inverclyde Council recognises the need to provide staff with relevant information on risk assessment. Employee awareness will help with the implementation of the policy and the development and implementation of Risk Assessments. Information on risk assessment will be made available on the Council's Intranet System ICON, via Line Managers and Trade Union Safety Representatives or via the information library held in Organisational Development and Human Resources. The information will be updated on a regular basis.

8.2 Training

9.2.1 The Council recognises that training of managers/team leaders and employees is important to ensure that all employees have the necessary skills to carry out risk assessments as required by the legislation. The following training will be made available through the Corporate Training planner or, if identified through the risk assessment process, other specialist training can be made available. All training provided will include information about this Council policy.

- Risk Assessors Training
- Risk Awareness Training
- IOSH Managing Safely

8.3 Communication of the Policy

9.3.1 The Council recognises the importance of communicating the policy to all employees. This policy will be communicated to staff via the Corporate Health and Safety Committee, the Council's team briefing system and a copy will be placed on the Council's Intranet system ICON.

9 MONITORING, EVALUATION & REVIEW

10.1 This reviewed policy was ratified by the Council's Policy and Resources Committee on <<>> and implemented immediately thereafter.

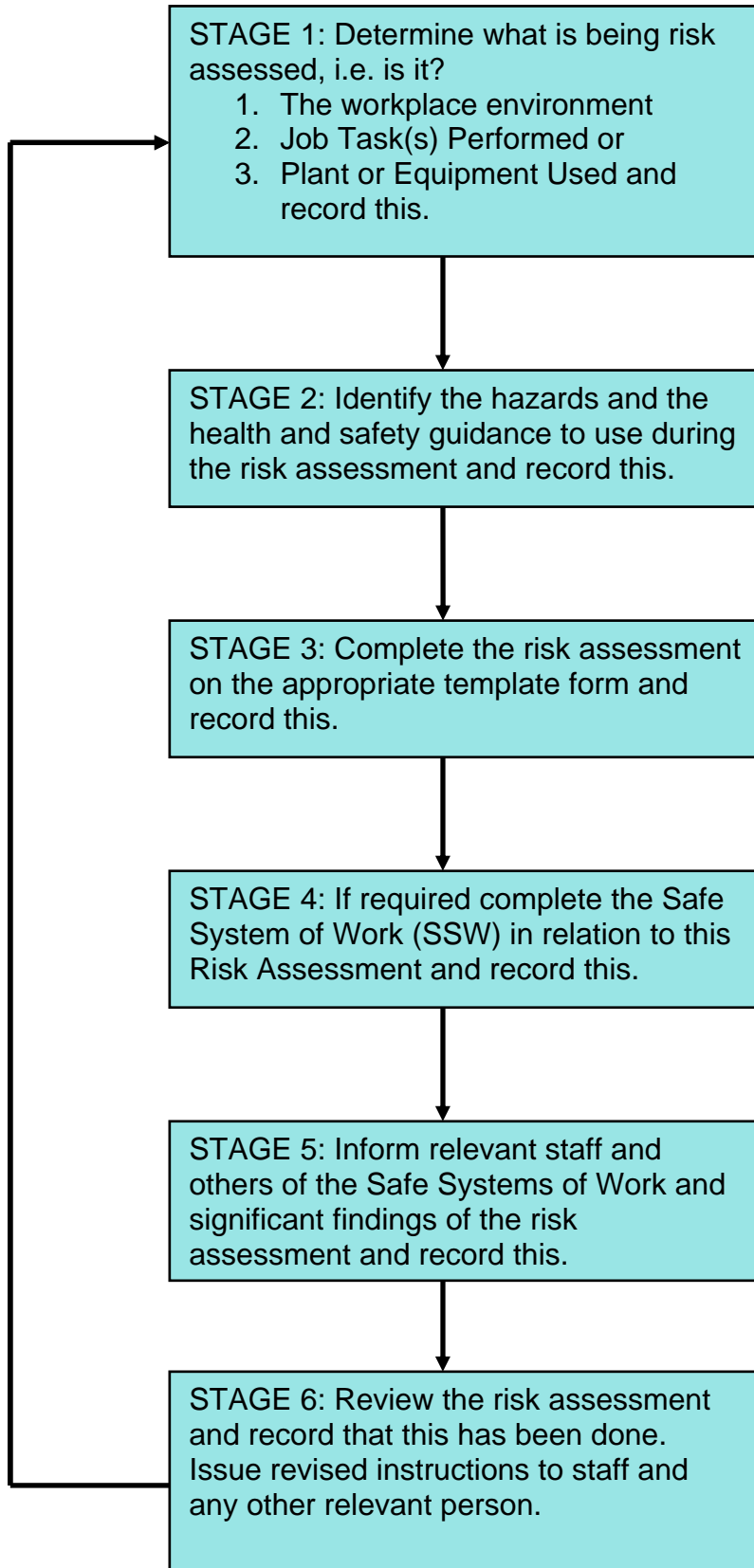
10.2 Regular monitoring and review are necessary to measure the effectiveness of the policy and to ensure it remains relevant to the needs of the Council. The Head of OD&HR will have responsibility for the on-going monitoring and review of the policy,

including taking action to amend the policy, where required, in consultation with staff.

- 10.3 The policy will be reviewed 12 months from implementation and every three years thereafter unless there is significant change in legislative requirements or risk assessment identifies a need for review. Measuring the effectiveness of the policy will include the auditing of compliance with this policy, and monitoring of accidents and incidents.

APPENDIX 1

RISK ASSESSMENT PROCEDURE



APPENDIX 2

Hierarchy of Controls

Risk Assessment Hierarchy Example

The Following example is drawn from the delegates workbook for the IOSH Managing Safely Course

Putting the hierarchy into practice

To explain the hierarchy, let's assume that you're employed as a manager for a waterworks company. You've received a report that a water pipe has burst under a busy dual carriageway and it's your team's responsibility to repair it. You've calculated that it's going to take your team about two days to complete the work. As team manager, you're responsible for deciding on and implementing control measures to protect the workforce from the traffic. It's important that you start at the top of the hierarchy and work your way down.

1. Eliminate the hazard



The most effective method of risk control is to eliminate the hazard.

It's possible to do this by closing the road and diverting traffic while the work takes place. But is this practical for a two-day job?

2. Reduce the hazard



If it's not possible to close the road, you'll need to think about how you can reduce the hazard.

You may consider it safer to work at night when the traffic flow is lighter.

3. Prevent people coming into contact with the hazard



What if it's not practical to close the road or work at night? Then you'd need to consider another course of action.

Because this job will only take two days, you decide to minimise any risks by closing one lane of traffic. You'll also introduce a speed limit and set up a physical barrier to protect your workforce from the traffic.

4. Introduce a safe system of work



As well as closing one lane of traffic, you'll also have a safe system of work in place, which sets out how the work will be carried out on site and how the workforce will behave.

5. Provide personal protective equipment



To protect people individually, you must provide them with reflective jackets, hard hats, gloves and ear defenders where necessary.

OK, so you now have some options for risk control and a hierarchy of risk control, but which one is going to be the 'best' one for your circumstances?

No doubt you'll have various demands to balance, such as:

- how many people need to be protected? If there's a noisy machine on site, it may be better to put it in a soundproof enclosure than to buy hearing protection and expect everyone to wear it
- how reliant is the effectiveness of the risk control on human behaviour?
- how often will the risk control need to be tested, maintained and replaced?
- how much does the risk control cost?
- how much is it going to reduce the risk by? Will using the selected control introduce other risks?

Usually, the final decision is a compromise between all of these points.

APPENDIX 3
Risk Assessment Form

**INVERCLYDE COUNCIL
RISK ASSESSMENT FORM**

REF. No

SECTION 2

No.	RECOMMENDATIONS	TIMESCALE	RESPONSIBLE PERSON

RELATED GUIDANCE

SECTION 3

ASSESSMENT COMPLETED BY:

ASSESSORS NAME	SIGNATURE	DATE
----------------	-----------	------

ASSESSMENT ACCEPTED BY: The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required

MANAGERS NAME	SIGNATURE:	DATE
---------------	------------	------

THIS ASSESSMENT MUST BE COMPLETED, SIGNED AND COPIED TO:

THIS ASSESSMENT MUST BE COMPLETED, SIGNED AND COPIED TO:	CONFIRM
The Health and Safety Section OD&HR	
Service Health and Safety Advisor	
Line Manager	

REVIEW

Review Date							
Initial							

ASSESSING THE RISK

Select the phrase which best describes the likelihood of an accident occurring.

1	Very Unlikely – There is a 1 in a million chance of the hazardous event happening
2	Unlikely – There is a 1 in 100,000 chance of the hazardous event happening
3	Fairly Likely – There is a 1 in 10,000 chance of the hazardous event happening
4	Likely – There is a 1 in 1,000 chance of the hazardous event happening
5	Very Likely – There is a 1 in 100 chance of the hazardous event happening

Select the phrase which best describes the likely consequence if an accident occurred.

1	Insignificant – no Injury
2	Minor – Minor injuries needing first aid
3	Moderate – up to three days' absence
4	Major – More than three days' absence
5	Catastrophic - death

Place the two figures obtained above into the matrix below, this will help you determine the risk rating. e.g.

17 – 25	Unacceptable - Stop activity and make immediate improvements
10-16	Tolerable – Look to improve within a specified timescale
5-9	Adequate – Look to improve at the next review
1-4	Acceptable – No further action, but ensure controls are maintained

Consequence	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25